



Willard Community Improvement Corporation



Meeting Minutes November 2, 2022 3:15 PM Willard Council Chambers

Attending: Courtney Carnahan, Joseph Daniel, Bryson Hamons, Lori Huff, Jack Kousma, James Pomerich, Diana Speller, and CIC Administrator Carol Knapp.

Excused: Ricky Branham and Jacob McKenzie

President Joe Daniel called the meeting to order. A quorum was established.

September 8, 2022, Meeting Minutes Approval

- Board members were provided minutes prior to the meeting.
- Motion to approve by Courtney, seconded by Lori, and passed.

Financial Report

- Carol presented the Board with the October 31, 2022, financial reconciliation.
- Register balance is \$3,399.70 (ANEW \$2,899.70 and CIC \$500.00)
- Motion to accept financial report by Jack, seconded by James, and passed.

OLD BUSINESS

CIC Official Documents Requested Changes

- Section 2.3 – Addition of attendance as a factor in determination of good cause.
 - Directors were provided verbiage for requested change prior to the meeting as follows:
 - “Meeting attendance is a factor in determination of good cause. Absence (with or without notice) at three consecutive meetings will constitute poor attendance and may be considered good cause for removal from the Board of Directors.”
 - Carol explained the research completed for this proposed change and options she discovered during the research.
 - Directors agreed that with a minimum of four meetings per calendar year, absence at three consecutive meetings could be a factor in determining good cause.
- Section 4.5 – Additional of alternate for meeting attendance, addition of telephone or video participation in meetings.
 - Directors were provided verbiage for requested change to the section of the Code of Regulation prior to the meeting and made changes for following addition to the section:
 - “Any member may designate an alternate to attend any meeting on behalf of the member by completing an alternate designee form and submitting it to the Administrator. Administrator will present alternate designee for advance approval by the Board. Alternate designee assignments will be for a term of one year.
 - Members are permitted to participate in any meeting by telephone, video, or other electronic format, to vote, and to be considered present in determining a quorum. “
- Courtney made a motion to approve changes to the Willard CIC Code of Regulations Section 2.3 and 4.5, seconded by Lori and passed unanimously.
- Approval Process for Directors
 - Carol explained that during research to develop this process, a considerable amount of detailed information was received. She cited examples of some of the information:
 - Development of an application for board membership
 - Position description for board members
 - Skill sets needed/suggested for board members.
 - Board member recruitment
 - Diversity of board.
 - Staggering of terms – provides continuity, provides opportunity for new insight, eliminates possibility of total changeover of the board at one time.
 - Interview process
 - Board member orientation
 - The Board agreed that development of this approval process should include the factors that she presented.

- Carol will continue with the work to develop a process for selecting directors and provide board members with information as it is developed for input so that a complete process will be ready for approval at the next board meeting.
- CIC Policies & Procedures
 - Carol explained that during research to develop CIC policies and procedures, a considerable amount of detailed information was received.
 - Carol will continue with the work to develop CIC policies and procedures and provide board members with information as it is developed for input so that a more complete Policies & Procedures Manual will be ready for approval at a future board meeting.

Vision Discussion – continued

- Gateway Signage
 - Directors were asked to bring samples of Gateway signage to the meeting.
 - Directors brought examples of Gateway signage which the board reviewed and discussed.
 - It was agreed that the signage should be as maintenance free as possible
 - The intent of Gateway signage was discussed.
 - Is the Gateway signage intended for residents, those visiting the community, or both?
 - The signage should reflect pride in the community and the community's culture.
 - Gateway signage locations were discussed.
 - Present signage locations are Route 103 (by Pepperidge Farm), Route 99 (by cemetery), Route 224 (by TSC)
 - Additional Gateway signage locations would be advantageous with potential locations:
 - Route 224 East
 - Route 224 West
 - Route 103 East (by Pepperidge Farm)
 - Route 103 West (entering City from Celeryville)
 - North Main Street
 - Route 99
 - The triangle (Routes 99 & 224)
 - North Main Street
 - Present signage and new signage discussed
 - Present signage is owned by the Chamber of Commerce
 - Although the present signs are aged and not in good condition, it would be better that they remain until new Gateway signs are ready for installation.
 - Once present signs are removed, organizations represented on the signs should have their logos returned to them.
 - Ownership of the new signs was discussed. Would they be owned by the Chamber, the CIC, or the City? It was noted that organizations and businesses involved in the process would be acknowledged.
 - The City could take ownership of the signs and perform any needed maintenance such as landscaping.
 - Community involvement and interest in Gateway signage was discussed.
 - Diana shared that the Chamber had looked into a Gateway signage project prior to COVID and wants to be involved.
 - Courtney shared that the High School Leadership team wants to be involved.
 - Design & Selection
 - Signage size was discussed. It was suggested that the “outer” limits signage may be smaller with larger signage at the “main” entrances to the City (The triangle at Routes 99 & 224).
 - The possibility of starting with smaller signs first was discussed versus starting with one large sign. Cost and funding will help determine course of action.
 - Signage does not need to be identical at each entrance to the City; however, does need to be cohesive and “blend” throughout the community.
 - Clock tower and railroad focused signage was eliminated as possibilities.
 - Incorporating a digital billboard into main sign was eliminated; however, lit signs would be good.
 - To narrow down design possibilities, Carol will scan the Gateway signage pictures presented by Board members and email to board requesting their top picks. Once design is narrowed down, we can obtain input from other interested parties.
 - Once a design is narrowed down to two options, we can receive costs/quotes from suppliers.
 - It was noted that the city and community members may be able to assist with sign installation (masonry, etc) to reduce cost.
 - Project Funding
 - Possible ANEW project
 - Grants (Carol can check into)
 - Sponsorship from businesses, organizations, and individuals (would include acknowledgement of support in some manner).
 - City may have some funds
- Myrtle Avenue Demolition Properties (5, 7, 9 and 11) Update

- The amount of funding from the State is significantly lower than anticipated (\$75,000 for demolition and \$20,000 for asbestos abatement).
 - If there is a gap in funding, uncertain where the additional funds will come from.
 - State funding has been approved.
- Asbestos assessments have been completed.
- City will be bidding out asbestos abatement and demolition.
 - The City is finalizing the specifications for the bids.
 - Hope is that one company will receive bid for both abatements and demolitions for all four properties
- Old Fire Department Potential Usage – no update

ANEW (Active Neighbors Enhancing Willard)

- Goods in the Woods – Carol provided a brief overview of the event
 - 42 Craft Vendors (had hoped for 40)
 - 4 Food Trucks
 - 7 Financial Sponsors
 - 3 In Kind Sponsors
 - Surveys sent to vendors
 - The ANEW Committee appreciates the support of the community with this event
- Residential Christmas Decorating Contest
 - Committee is planning a residential Christmas Decoration Contest for this year to keep their momentum going in the community.

NEW BUSINESS

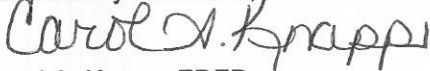
Veterans Memorial

- Courtney asked if the Veterans Memorial would be a good fit for the CIC or a Sub Committee of the CIC. It was agreed that would be a good project.
- The school has some funds from the Hometown Hero banners that could be dedicated to the Veterans Memorial.
- The City has some funds appropriated to City Veterans.
- Location would be one of the first factors to decide. Veterans Memorial needs to be located where people will see it and enjoy it.
 - The hospital is interested in having the Memorial on their campus.
 - The Depot is a possibility
 - Diana asked if the Myrtle Avenue properties being demolished would be a good location.
 - Bryson suggested the Shoe Store (recently sold) or the old ice cream place (Carol has tried to reach out to property owner via phone and email and will send a letter requesting information on the property).
- Other communities with Veterans Memorials that would be good to visit for ideas include:
 - Bloomville
 - Attica
 - New Washington
 - Milan
 - Monroeville

James made a motion to adjourn, seconded by Jack and passed. Meeting adjourned at 4:55 PM.

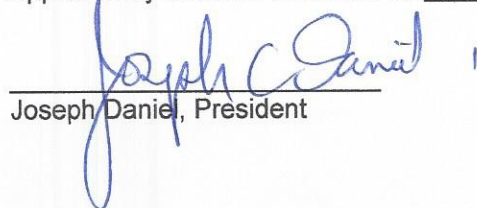
Next meeting will be Thursday, January 12, 2023, at 3:15 PM in Council Chambers.

Respectfully submitted,



Carol A. Knapp, EDFP
Community Development Director
CIC Administrator

Approved by Board of Directors on JAN 12, 2023


Joseph Daniel, President